

ACCOUNTABILITY FOR PROPERTY

2830

(February 2016)

PROPERTY CONTROL PROCEDURES

2830.1

(February 2016)

Property control procedures are designed to maintain uniform accountability throughout the Department. Accurate accounting records must be in place to protect against and detect unauthorized use and to enable the Department to investigate incidents that may involve loss, damage, or misuse. The control records serve as the basis of the physical inventory, year-end fixed asset report, and survey/disposal documents of property.

RECORDING AND TRACKING PROPERTY

2830.2

(February 2016)

Each CAL FIRE office must maintain a complete listing of state and grant funded property with an asset value of \$5000 or more. The property must be properly tagged and recorded in an internal Inventory Tracking System. The following categories will be used to record and track property:

1. Decal (Include the decal tag number)
2. Description (Description of property: Camera, Printer, Laptop, Desktop, Copier)
3. Serial Number (Or use an Identification Number on property)
4. Model Number
5. Cost (Total cost of the item; purchase price plus all costs to acquire, install, and prepare item for its intended use. Do not include maintenance cost or tax)
6. Fiscal Year (Include FY property was purchased; e.g., 2013/2014)
7. Date Acquired (The date the property was acquired)
8. Assignment (Include an employee's name if applicable)
9. Location (Include where property is located: Unit, Camp, Program name, Room number)
10. Supplier's Name
11. Billing Code Number (Agency Billing Code from the STD 65)
12. PCA Code Number (If split coded, use whoever prepared the initial STD 65)
13. Index Code Number (If split coded, use whoever prepared the initial STD 65)
14. Agency Order Number (STD 65 P.O. number)
15. Grant Agreement Number
16. Grant Project Title
17. Status (Surveyed, Transferred, Damaged, Lost, etc.)
18. Survey Date (From the CAL FIRE 152)
19. CAL FIRE Document number (From the CAL FIRE 152)
20. Comment (Include only if needed)

For purposes of Property Survey, the department uses the form CAL FIRE 152. (Please see section 2843.6). The internal Inventory Tracking System must be updated and maintained on a regular basis, and it shall be used during a required office inventory.

http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev428/chap8600/8650.pdf

CAL FIRE offices shall adhere to whatever current Departmental approved tracking system is in place.

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